



## SANTA ROSA COUNTY RESTORE ACT REQUEST FOR PROPOSALS (Revised 2/15)

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The Santa Rosa County Local RESTORE Committee, on behalf of the Board of County Commissioners of Santa Rosa County, Florida, is soliciting proposals for projects to be included in the RESTORE Multi-Year Implementation Plan (MYIP) which will be submitted to the U. S. Treasury Department for Direct Component Funding under the RESTORE Act. Proposals will be accepted beginning **January 12, 2015** and must be received no later than 4:00 pm, **April 3, 2015**. If you have multiple projects, please submit one proposal for each project.

There will be a **pre-application working session** for interested parties during the regularly scheduled Local RESTORE Committee meeting on **February 9, 2015**, and proposers and other interested parties are welcome to attend and ask questions or make comments about the proposal process. This working session has been scheduled for February 9 to allow time for proposers to begin working on their proposals and determine if they have any questions.

The preferred method for submittal is to upload the completed proposal in pdf format to the Santa Rosa County's RESTORE web site at <http://www.santarosa.fl.gov/bocc/restore.cfm>. If you are unable to upload the document, mail or deliver to Sheila Harris at 6495 Caroline Street, Suite H, Milton, Florida 32570. Proposals are limited to five pages, and up to five pages of supporting documentation, such as graphics, images, budget data, and letters of support may also be uploaded, if desired. Letters of support are not required to be submitted, but may be listed in the proposal narrative, and should be held in readiness to submit with the project funding request if the project is selected to be included in the MYIP.

This is only the first round of RFPs. Future rounds are expected to occur as needed, or as additional funding becomes available. These preliminary RFPs are nominations for projects to be included in the MYIP, and should present enough basic project criteria to provide a fair and objective basis for grading each project. They do not require the level of detail that will be required when requesting funding to initiate the project after the MYIP has been approved.

Proposals must be submitted for all projects, even those previously submitted through the county's RESTORE portal.

### **Eligible applicants**

All applicants must meet OMB guidelines as indicated in 31 C.F.R. §§ 200.330 through 200.332, or work through an entity that is qualified to receive Federal grant monies. Generally, those entities will be departments of Santa Rosa County (Public Works Department, Tourism Development Council, Economic Development Office, etc.), municipal agencies within Santa Rosa County (City of Gulf Breeze, City of Milton, Town of Jay, etc.), or non-governmental, non-profit agencies like The Nature Conservancy.

### **Criteria for eligible projects**

A proposed project must meet the following criteria in order to be eligible for Santa Rosa County Direct Component funds:

1. The project must be located within Santa Rosa County or adjacent surface and Gulf waters.
2. The project is not fully funded by another source.
3. The project has a recognizable public benefit.
4. The project addresses one or more RESTORE Act eligible activities, which the Local RESTORE Committee has divided into four general categories: *Environment, Economic Development, General Infrastructure, and Tourism*.

#### Eligible activities are:

- a. Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast Region.
- b. Mitigation of damage to fish, wildlife, and natural resources.
- c. Implementation of a Federally-approved marine, coastal, or comprehensive conservation management plan, including fisheries monitoring.
- d. Workforce development and job creation.
- e. Improvements to or on State parks located in coastal areas affected by the *Deepwater Horizon* oil spill.
- f. Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.
- g. Coastal flood protection and related infrastructure.

- h. Promotion of tourism in the Gulf Coast Region, including promotion of recreational fishing.
  - i. Promotion of the consumption of seafood harvested from the Gulf Coast Region.
  - j. Planning assistance.
5. All project awards will be subject to all applicable federal, state, and local laws, rules, regulations, and policies (auditing, reporting, procurement, transparency, etc.). Federal rules and regulations guiding RESTORE Act project award funding can be found on the US Department of Treasury website <http://www.treasury.gov/services/restore-act/Pages/default.aspx>.

Project scoring criteria and sample scoring sheets for each category of project can be found at the Santa Rosa County RESTORE web page at [www.santarosa.fl.gov/bocc/restore.cfm](http://www.santarosa.fl.gov/bocc/restore.cfm).

**Proposal requirements- not to exceed five pages**

Each proposal should contain the following elements:

1. Applicant name.
2. Point of contact name, title, Email address, and phone number.
3. Project name.
4. Qualifying eligible activities – indicate which of the RESTORE activities this proposal supports. Projects may qualify for more than one eligible activity.
5. Project location, or locations, within Santa Rosa County. Include a project Location Map.
6. Proposed activity description – this description should address the grading criteria for the particular project category (Environmental, Economic Development, General Infrastructure, and Tourism).
7. Budget and matching funds/grants, if any. Budget should be detailed enough to identify all major project elements.
8. Estimated project schedule. Describe specific project objectives, tasks, and deliverables and related timelines for each. Objectives and tasks should clearly relate to the project description.
9. Key personnel that will implement the project or activity.
10. Possible risks to implementing and maintaining the activity.
11. Public input/support for proposed activity.
12. Best available science (for environmental projects only).
13. Title issues, land acquisition, and permits.

**Selection:**

1. Proposals will be evaluated based on scoring criteria which can be found on the Santa Rosa County RESTORE Act website at [www.santarosa.fl.gov/bocc/restore.cfm](http://www.santarosa.fl.gov/bocc/restore.cfm). All applicants are encouraged to closely review the criteria and develop proposals that maximize scoring potential. Any proposals for the economic development category should also leverage funding by applying for appropriate State of Florida economic development grant opportunities. Please attach a copy of a completed Enterprise Florida project application form to the proposal. You can find out more about Enterprise Florida at [www.enterpriseflorida.com](http://www.enterpriseflorida.com).
2. Proposals which meet at least one of the allowable uses will be reviewed and scored by a technical team. The technical team may request additional information from the applicant, as needed. A scoring summary spreadsheet will be prepared for project rankings. The spreadsheet and all proposals will then be referred to the Santa Rosa County Local RESTORE Council (LRC) for review and consideration.
3. The LRC will meet in one or more advertised public meetings to discuss, evaluate, and rank project submissions for inclusion in the draft MYIP.
4. The draft MYIP will be presented to the Santa Rosa County Board of County Commissioners for review and approval for public review (45 days).
5. After the 45 day public review period, the approved MYIP will be submitted to the U. S. Treasury Department for final review and approval.

**Draft Component Funding Availability**

The total funding available for eligible activities under the Direct Component will depend on the Trust Fund balance and any adjustment due to sequestration. It is anticipated that for this round of funding, \$4.3 million will be available for Santa Rosa County projects.

**Resources**

Questions may be directed to [RESTORE@santarosa.fl.gov](mailto:RESTORE@santarosa.fl.gov). You may also refer to the Santa Rosa County RESTORE Act website at [www.santarosa.fl.gov/bocc/restore.cfm](http://www.santarosa.fl.gov/bocc/restore.cfm) for a library of information related to the RESTORE Act, Department of the Treasury Guidelines, and Santa Rosa County Local RESTORE Council project evaluation criteria.

## Anticipated Timeline

DATE	ACTIVITY	PARTY
12/16/14	County press release and notice of funding activity	County
1/12– 4/3/15	Grant proposals accepted	Applicants
2/9/15	Pre-application working session for proposers and members of the LRC	LRC, technical staff, proposers, consultant
3/9/15	SRC Local RESTORE Council Meeting	LRC, technical staff
4/3/15	Deadline for accepting RESTORE grant proposals	Applicants
4/6 – 4/10/15	RESTORE Technical staff initiates review of projects and develops summary list by category (actual meetings to discuss and score proposals must be advertised)	Technical staff
4/13/15	SRC Local RESTORE Council Meeting <ul style="list-style-type: none"> <li>Review list of projects submitted by Category</li> <li>Discuss advertised scoring meetings</li> </ul>	LRC
4/14 – 5/8/15	Advertised public scoring and grading meetings for technical grading teams	Technical grading teams
5/11/15	SRC Local RESTORE Council Meeting <ul style="list-style-type: none"> <li>LRC review summary of projects submitted by category and initial proposal scoring results (LRC members will take proposal package home for review)</li> </ul>	LRC, technical staff
5/12 – 6/5/15	RESTORE Technical Staff prepares draft MYIP based on initial scoring	Technical staff
6/8/15	SRC Local RESTORE Council Meeting <ul style="list-style-type: none"> <li>Review and discuss scoring of projects</li> <li>Review initial draft MYIP and provide comments, adjustments, etc.</li> </ul>	LRC, technical staff
6/9 – 7/12/15	Revise draft MYIP based on LRC feedback	Technical staff
7/13/15	SRC Local RESTORE Council Meeting <ul style="list-style-type: none"> <li>Review and discuss MYIP</li> <li>Approve for public review</li> </ul>	LRC, technical staff
7/20 – 9/3/15	45-day public review period (web site, newspaper, public meetings)	LRC/County
9/14 – 9/18/15	SRC Local Restore Council Meeting (Final approval of MYIP) County submits plan to Treasury for approval.	County
11/18/15	Approval of Treasury (30-60 days)	Treasury
	Initiate individual MYIP grant applications	County/Treasury